

### Guidelines for Attachments

- **General Attachment Information:**

1. Internal notes regarding the purpose of the PRD are required. Please be as descriptive as possible on the nature of the PRD to ensure timely processing.
2. Accepted file formats for PRD attachments are: PDF, XLS, XLSX, DOC, DOCX, TXT, TIF, BMP, GIF, HTML
3. Internet Browsers supported by SAP are:
  - Firefox >= 2.0
  - Microsoft Internet Explorer >= 5.5 thru 8
  - Opera >= 7.0
  - Safari >= 3.0
4. The file name for the attachments must be **alphanumeric only** and it **must not contain any spaces, apostrophes, underscores, or any special characters such as #, =, !, etc.** Only attachments following these naming guidelines are supported by ECM.

- **PRDs for Meals/Refreshments:**

1. Please include the following information when processing a PRD to pay for meals/refreshments for meetings, workshops or other events:
  - Purpose and location of event/meeting
  - Date
  - Number of attendees (broken down by # of UK employees, # of non-UK employees including their affiliations), attach names of UK employees and/or students
  - Itemized menu/receipt
  - If paid by grant include a statement regarding how the event/meeting fulfilled the specific goal of the project
  - For workshop/conference meal payments, all bulleted items above should be addressed on the PRD, however a separate list of attendees is not required. (Note: These are usually functions attended by a larger number of non-UK employees than UK employees).

- **PRDs for Recruiting:**

1. To process payment for recruiting expenses please add the recruitment certification statement to internal notes **and** the position for which the candidate is interviewing.